

THE COMMONWEALTH OF MASSACHUSETTS
Public Employee Retirement Administration Commission
John W. McCormack Building, Room 1101
One Ashburton Place, Boston, MA 02108
(617) 727-9380

M E M O R A N D U M

TO: All Retirement Boards

FROM: Robert F. Stalnaker, Executive Director

RE: New Medical Panel Certificates, Forms and Informational Packages

DATE: March 25, 1998

The Public Employee Retirement Administration Commission (PERAC) has revised the certificates and related materials pertaining to the disability retirement application process and the procedures associated with restoration to service.

PERAC has also developed a new process that governs the comprehensive medical evaluation and rehabilitation of disabled members.

Samples of the revised certificates, new forms, and informational packages are enclosed so that you can become familiar with the changes that have been made.

REGIONAL MEDICAL PANEL FOLDER

The enclosed packet of information for physicians includes:

- Guidelines on how to complete the Regional Medical Panel Certificate (can be found on the inside cover of the PERAC folder).
 - The format that should be used when completing the narrative report (it is described on the back cover of the PERAC folder).
 - Inside the PERAC folder you will find:
 - Information about the applicant who is scheduled to be examined
 - Regional Medical Panel Certificate
 - Medical Panel Certificate Minority Report
 - Certificate for Accidental Disability*
 - Guide and Certificate for Accidental Disability (Cancer)
 - Guide and Certificate for Accidental Disability (Lung)
 - Guide and Certificate for Accidental Disability (Heart)
 - A sample Payment Voucher
- *Provided only when an applicant is applying for an accidental disability retirement.

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TO: All Retirement Boards
FROM: Robert F. Stalnaker, Executive Director
RE: New Medical Panel Certificates, Forms and Informational Packages
DATE:

RESTORATION TO SERVICE FOLDER

The enclosed packet of information for physicians includes:

- A list of the information generally enclosed in a Restoration Folder (listed on the inside cover of the folder)
- The format that should be used when completing the narrative report (described on the back cover of the Restoration Folder)
- Inside the Restoration Folder you will find:
 - Information about the applicant who is being examined
 - A Restoration to Service Certificate

COMPREHENSIVE MEDICAL EVALUATION

PHYSICIAN FOLDER

The enclosed packet of information for physicians includes:

- Guidelines regarding the process (found at the beginning of the Evaluation Folder)
- The format that should be used when completing the narrative report (described on the back cover of the Evaluation Folder).
- Inside the Evaluation Folder you will find:
 - Letter of referral to the physician
 - Copies of all available medical information
 - A copy of the current job description associated with the position held by the member at the time of retirement
 - A signed copy of the member's Medical Release Form
 - A copy of the Medical Standards established by the Commonwealth's Human Resource Division for certain public safety positions (if the member is a retired police officer or fire fighter)

MEMBER FOLDER

The enclosed packet of information for members includes:

- Guidelines regarding the process (found at the beginning of the Evaluation Folder)
- Questions and answers about the process (included on the back cover of the Evaluation Folder)
- Within the folder itself you will find:
 - Appointment Letter
 - Survey Form used for comments about the evaluation experience

We hope these sample materials are helpful to you. If you have questions, please do not hesitate to contact Pat Lowery at 617-727-9380, extension 631.

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TO: All Retirement Boards
FROM: Robert F. Stalnaker, Executive Director
RE: New Medical Panel Certificates, Forms and Informational Packages
DATE:

PERAC is currently revising the forms associated with the disability applications filed by prospective retirees, their employers and their primary treating physicians. We will keep you informed of our progress in this area.

Disability/Forms/ Comp Med Proc ltrrs/Intoretbrd2.doc

Enclosures